

**Seymour Public Library District
Board of Trustees Meeting
July 24, 2018**

DRAFT

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Jim Hanley, Nancy Karpinski, Ginny Kent, Larry Liberatore, Pat Messina, Joe Runkle, Joan Smrtic

The meeting was called to order at 5:30 PM.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
<p>*Minutes of 6/28/18 Meeting *Policy Committee Meeting notes (7/10/18) *Finance & Personnel Joint Meeting notes (7/17/18) *Personnel Committee meeting notes (7/9/18) *Notes from 6/27/18 Conf. Call with Bell & Spina *Board Resource Committee meeting notes (7/5/18)</p>	<p>6/27/18 Conference call notes from Dan Jackson, Bell & Spina had not been distributed to all Trustees, so this item should be removed from the Consent Agenda.</p> <p>Board Resource Committee notes from 7/5/18 meeting were provided to Trustees at the meeting for their review and should be added to the Consent Agenda.</p>	<p>Motion to accept the Consent Agenda with the changes as discussed (Runkle/Carnes). Unanimous approval.</p> <p>Director will forward to all trustees the notes from the 6/27/18 conference call with Bell & Spina representatives.</p>
TRUSTEE EDUCATION		
<p>Minimum Standards Update: Trustees are now required to receive 2 hours of training per year, to be tracked by the Library. Approved activities include: trustee education segments during Board meetings and participating in workshops and webinars provided through the Finger Lakes Library System and the Library Trustees Association of New York State. As for other changes in the Minimum Standards, per Director SPLD is already doing much of what will be mandated, for example: All libraries will be required to have a financial audit every 3 years (SPLD has an annual audit); libraries will be required to review their Bylaws and Policies every 5 years (SPLD endeavors to review and update these every 3 years and as needed). One or both of Cayuga County's FLLS representatives will attend a future Board of Trustees meeting to provide an FLLS update.</p>		
PUBLIC COMMENT	None	
ACTION ITEMS		
Approve June 2018 Financial Statements (including Fines & Fees Summary)	Statements were reviewed by the Finance Committee and found to be in order. The Finance Committee recommends approval as submitted.	Motion to approve Financial Statements (including Fines & Fees Summary) for June 2018 as submitted (Runkle/Liberatore). Unanimous approval.
Approval of Claims for June 2018	Claims for June 2018 were reviewed per procedure and found to be in order. The Finance Committee recommends approval as submitted.	Motion to approve Claims for June 2018 as submitted (Messina/Runkle). Unanimous approval.
UPDATES		
Seymour Library Foundation	<p>Trustee & Foundation Board President Karpinski reported on relevant aspects of the 7/12/18 Foundation Board meeting.</p> <p>*The Dunn bequest is now being held by the Foundation in cash and CD's, per guidance by SPLD's attorney.</p> <p>*The Foundation Board approved a motion to move the Dunn funds back to the Seymour Public Library District, upon notification that SPLD's Board of Trustees has passed a motion for this action to occur.</p> <p>*The Foundation Board approved funding up to \$33,000 for an upgrade the west door and entrance area, subject to any grants SPLD may receive toward the cost.</p> <p>*RFP's for insurance & audit ongoing.</p>	

Agenda	Discussion	Action Taken/Next Steps
UPDATES (continued)		
Friends of Seymour Library	<p>*2019 Calendars: Pre-orders are being accepted. A media campaign for this fundraiser will kick off in September.</p> <p>*All membership records will be housed at the Library.</p>	
Insurance RFP's	<p>Director is meeting with respondees to determine what they see as SPLD's risk profile, what they offer and the cost. Current umbrella coverage with R.G. Wright expires in September and includes the Friends – should they have their own policy?</p>	<p>Director will discuss with Finance Committee and make a recommendation at next Board meeting.</p>
2019 Budget Process	<p>*Concrete discussion on the first draft began at the joint Finance & Personnel meeting on 7/17. Finance Committee will schedule a special meeting to continue this process.</p> <p>*Tentative date for Budget Referendum (to request a tax levy increase) and Trustee Election is October 23, 2018. Trustees elected will begin their terms on 1/1/19.</p>	<p>Finance Committee will schedule a special meeting to continue refining draft.</p> <p>The Board of Trustees will have to vote on the budget by the September meeting at the latest. Once the date is set, the timeline for trustee petitions and notice deadlines begin.</p>
Building Condition Survey & Programmatic Assessment	<p>Kickoff will be held 7/27. Dan Jackson leads the team from Bell & Spina, with subcontractors heading each area. They will be requesting a lot of information about the building, with a timeline and sequencing. As for the programmatic assessment headed by Paul Mays, he will interview staff and invited stakeholders and will host public meeting(s) as well.</p>	<p>It's expected that the BCS findings will be available in the late fall.</p> <p>It's expected that the programmatic assessment results will be available in early 2019.</p>
DISCUSSION ITEMS		
Investment Policy	<p>SPLD's current Investment Policy needs to be updated before taking possession of the Dunn bequest funds.</p> <p>The Policy Committee and Board of Trustees have several questions concerning the "draft" Investment Policy provided by SPLD's attorney.</p> <p>Board must decide on an investment advisor in advance of taking possession of the Dunn bequest funds.</p> <p>The Finance Committee will be tasked with studying and providing recommendations on the above issues to the Board of Trustees.</p>	<p>Director requests that all questions be forwarded to her by Thursday, July 26 so she can email the questions to Ms. Bach. The Director will share Ms. Bach's response with the Board of Trustees.</p> <p>Director is exploring investment advisor possibilities, to be discussed with the Finance Committee and the full Board.</p>

Agenda Item	Discussion	Action Taken/Next Steps
DISCUSSION ITEMS (continued)		
Update on Jeanne Dunn Bequest	<p>The gist of the SPLD Board of Trustees meeting with Attorney Ellen Bach has been shared with the Seymour Library Foundation which has taken various actions as reported above.</p> <p>Per Ms. Bach, there is no legal impact of having the Dunn bequest on the Library District's ability to request a tax levy increase.</p> <p>Ms. Bach recommends that SPLD designate the Dunn funds for appropriate purposes and/or projects. It was noted that once the designations are made, they can be changed by Board vote.</p> <p>The Board must consult with the Executor of Ms. Dunn's will as to whether SPLD's intended designations would be in keeping with her wishes.</p>	<p>At the August Board of Trustees meeting, the Director and Board of Trustees intend to:</p> <p>(1) finalize and vote on SPLD's new Investment policy</p> <p>(2) discuss SPLD's proposed designations for the Dunn bequest</p> <p>(3) discuss with the Director information she has gathered on possible financial advisors for the SPLD.</p>
Records Retention Policy (including Designation of Records Management Officer)	<p>SPLD needs a Records Retention Policy in place and must designate a Records Management Officer. This topic has been previously discussed, but no action was taken.</p>	<p>Director will contact the regional representative from the NYS Archives for guidance in this matter and will report back to the Board.</p>

The meeting was adjourned at 6:40 PM (Karpinski/DelloStritto).

Respectfully submitted,
Joan Smolic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, August 28, 2018 at 5:30 PM.